



**MILTON ROY**  
AMERICAS

# **Milton Roy Americas - Acton**

## **EMERGENCY RESPONSE AND EVACUATION PLAN**

**EHS-00-04**

**Document Type: Procedure**

**Document Prepared by: EH&S Department**

**Responsible Group: All Employees**

**Purpose:**

The purpose for this plan is to establish a procedure for the evacuation of all occupants in the building in the event of a fire alarm, significant chemical release, or other designated emergency as well as to designate responsibility to account for evacuated employees and alert the fire department and other local emergency agencies.

**Scope:**

This procedure covers all new, temporary and current employees of Milton Roy Americas – Acton and will be reviewed after any emergency event at the Acton site.

**Reference Documents:**

- Appendix A Emergency Phone Numbers
- Appendix B 1<sup>st</sup> Floor Evacuation Map
- Appendix C 2<sup>nd</sup> Floor Evacuation Map
- Appendix D Evacuation Summary document
- Appendix E Evacuation Assembly Area Signage
- OSHA Fire prevention Plan, Standard 29 CFR 1910.38 (b)

**Comments:**

Rev	Date	Brief Description of Change	Section	Page
	9/23/03	New	All	All
A	1/23/05	Revised procedure name and content to reflect emergency response.	All	All
B	3/24/2008	Revised to Reflect Procedures at Milton Roy Acton	All	All
C	1/15/2009	Update Upstairs Evacuation Map	Appendix	12
D	1/4/2010	Update to include WorkCare	4.0	5
E	5/26/11	General update	All	All
F	7/12/11	Added 2 <sup>nd</sup> shift specifics for evacuation	1.2	2
G	11/4/11	Added Chartis to Appendix A	Appendix	8
H	3/2/12	Added revised Appendix D	Appendix	11
I	7/20/12	Removed M. O'Neil and added E. Pittman	Appendix	8
J	10/29/12	Added new weather opening/closing number	7 & App'x	6 & 8
K	1/29/13	Indicate 1 <sup>st</sup> Response Team training is every 2 years	4.3	4

## 1.0 **Responsibility of Managers, Supervisors, and Leads (i.e., Management)**

1.1 It is the responsibility of Management to inform the employees in their area as to the location of the closest exit and the location of their meeting area either Evacuation Assembly Area "A" or "B".

1.2 At the sound of the alarm...

### 1.2.1 Alarm System

1.2.1.1 In the event of an emergency which requires the evacuation of the building, the following alarm systems are in place:

1.2.1.1.1 Electronic horn, siren and pull stations

1.2.1.1.2 Facility Page System

1.2.2 For the 1<sup>st</sup> Shift, two Area Captains (Nona Ostertog for Area A and Glennis Starr for Area B or their designated alternates (EHS Coordinator Area A alternate, Michael Lassiter Area B alternate) will secure their evacuation rosters. For 2<sup>nd</sup> shift, the Area B Captain is Larry Lassiter and he shall designate an alternate.

1.2.3 Management shall guide personnel to exit the building including vendors, visitors, and contractors. All people should exit by the nearest door. The Area A Captain or alternate will secure the visitor's log book.

**Note:** Although the goal is for all personnel to assemble in their respective assembly areas (either A or B), for 1<sup>st</sup> Shift if someone exits near Area A, they should assemble there even though their assembly area is Area B. Similarly for 1<sup>st</sup> Shift, an Area A person should go to Area B if they exit near Area B. A sign is posted in each of the designated meetings areas which

reads "Evacuation Assembly Area A" (or B) as shown in Appendix E. For 2<sup>nd</sup> Shift, all personnel should go to Area B.

1.2.4 At each assembly area, Management will take roll call for their respective lines and report to the Area Captain. Area Captains will note which employees are not present.

1.2.5 The two Area Captains shall converse through cell phone to identify employees who may be at the alternate assembly site.

1.2.6 Each Area Captain will call the EHS Coordinator to indicate that all employees have evacuated the building. This information will be conveyed to the Acton Fire or Police Department.

**NOTE: IT SHOULD BE EMPHASIZED THAT THE PRIMARY ROLE OF THE EVACUATION AREA CAPTAINS and MANAGEMENT IS NOT TO COMBAT FIRE EMERGENCIES, BUT TO ENSURE AS FAR AS IS PRACTICABLE, THE SAFETY OF OCCUPANTS AND THEIR ORDERLY EVACUATION FROM THE BUILDING.**

## **2.0 Responsibility of EHS Coordinator and Area Captains**

2.1 The EHS Coordinator and Area Captains will direct traffic and all emergency response vehicles upon arrival.

2.2 When the Acton Fire Department issues an "All Clear" to the EHS Coordinator, a call will be made to each of the Area Captains to convey that all employees may re-enter the facility. No employee will re-enter the building without the EHS Coordinator receiving approval from the Emergency Response Agency in control (Acton Fire Department, Acton Police department or Hazmat Team).

## **3.0 Fire Emergency**

3.1 In the event of a fire, employees are instructed to immediately activate the building fire alarm system.

3.1.1 This will automatically notify emergency services.

3.1.2 The alarm will also sound the fire alarm to evacuate the building.

3.1.3 In addition, employees are encouraged to place a call to 911 to ensure the Emergency Response Agency is alerted.

3.2 If the fire is a small incipient event, the personnel who have been trained to use a fire extinguisher can do so. These people are instructed to not fight a fire if the following conditions exist:

3.1.1 You don't know what is burning;

- 3.2.3 The fire is spreading rapidly;
  - 3.2.3 The proper extinguisher is not nearby;
  - 3.2.4 Your back is not to the exit;
  - 3.2.5 The fire may block your means of escape;
  - 3.2.6 You might inhale toxic smoke;
  - 3.2.7 Your instincts tell you not to do so.
- 3.3 If the first attempt to put out the fire does not succeed, evacuate the building immediately. **Do not use a second extinguisher!**

**NOTE: FIRE FIGHTING MUST ALWAYS BE A SECONDARY CONCERN TO LIFE SAFETY. SAFE EVACUATION SHALL BE THE PRIMARY CONCERN.**

- 3.4 The facility has sprinklers for maximum fire protection. The sprinkler system is monitored 24 hours a day by "Emergency 24", a central security system.
- 3.5 Fire extinguishers are located throughout the facility. A "Fire Extinguisher" sign is placed above the equipment which identifies their locations.

#### **4.0 Medical Emergency (*not simple First Aid for moderate or minor injuries!*)**

- 4.1 In the event of a medical emergency, the first person on the scene shall call 9-911.
- 4.2 The next action will be to alert the First Response Team. This will be accomplished by using the Facility Page System; press 13 on any company phone and announce "First Response Team please report to (specify area). There is a medical emergency".
- 4.3 The First Response Team is trained every 2 years in providing basic first aid, CPR, and the use of an AED. Members of the First Response Team will stay with the employee until trained medical professionals arrive on the scene.
- 4.4 Employees with a medical emergency must be transported by ambulance to the nearest hospital. Employees with medical emergencies **SHALL NOT** be transported by employee owned vehicles.
- 4.5 Workplace injuries that require medical attention beyond First Aid but are not a medical emergency (for example - a cut that requires stitches) require a call to WorkCare 1-888-449-7787 before they go to Nashoba Valley Medical Center in Ayer, MA.
- 4.6 Residue at an injury scene (such as bodily fluids, blood-soaked towels, etc.) shall be collected by the First Response Team for proper disposal.

#### **5.0 Threats of Violence**

- 5.1 Although most threats are hoaxes aimed at causing disruption to normal day-to-day business of an organization, they must be taken seriously. The most common form of threats is by telephone. The more information that can be obtained from the caller, the better the threat can be assessed.
- 5.2 If a threatening call is received, it is important that the person receiving the call:
- 5.2.1 Remain calm.
  - 5.2.2 Obtain as much information as possible.
  - 5.2.3 Do not hang up, even if the caller does. This open line may assist in tracing the original call.
  - 5.2.4 Alert the EHS Coordinator. A call will be placed to the proper law enforcement agencies using another phone to obtain assistance.
  - 5.2.5 If instructed to do so, the building will be evacuated as described in section 1.0.
  - 5.2.6 Employees should not re-enter the building without the EHS Coordinator receiving approval from the Emergency Response agency in control (Acton Fire Department, Acton Police Department or Hazmat Team)
  - 5.2.7 If a threat is made through company email, contact the Human Resources Department. Do not forward or delete the email unless instructed to do so.

**6.0 Hazardous Chemical Release or Spill (including biological concerns)**

- 6.1 Each work cell that uses or stores hazardous materials must post emergency procedures should a spill occur. This information shall be posted in clear view of all employees.
- 6.2 Chemical Release or Spill - The following guidelines should be utilized in the event of a chemical release or spill:
- 6.2.1 For small incidental spills, the person using that material should be familiar (via the MSDS and training) with the nature of that material and therefore can clean incidental spills.
  - 6.2.2 Notify the EHS Department and communicate all observations. The EHS Coordinator is available 24 hours a day by cell phone. If the spill is large, EHS will determine if contact is appropriate with the following agencies:
    - 6.2.2.1 MA Accidental Chemical/Oil Release Notification (1-888-304-1133).
    - 6.2.2.2 National Response Center (1-800-242-8802).
    - 6.2.2.3 Local Emergency Response Center (9-911).

6.2.3 EHS will assess whether the available spill kits will be able to contain a small spill.

6.2.4 If the spill cannot be properly contained and is deemed a high risk by EHS or management, all occupants will evacuate the area or building as stated in section 1.0 of this procedure. The EHS Department will notify the proper authorities listed in 6.2.2.

## 6.2 Unknown Substance Credibility Determination

### 6.2.1 Low Credibility definitions:

6.2.1.1 A powdery substance that is not in an envelope, not associated with a verbal or written threat, and is found in an area where white powdery substances may be found (cafeteria, bathrooms or manufacturing areas) and is no way associated with any type of threat.

6.2.1.2 Envelopes that do not have a return address, are not addressed to someone specifically, or is not expected by the recipient may also fall into this category.

### 6.2.2 High Credibility definition

6.2.2.1 A white powdery substance contained in or coming from an envelope or package and/or associated with a verbal or written threat. This also includes suspicious mail and packages that have a strange odor, oily stain, protruding wires, excessive postage, restrictive messages, lopsided or uneven, or misspelled words in the address.

## 7 Weather Related Emergencies (*call our number 267-421-2229 to hear opening or closing announcements*)

### 7.1 Hurricane

7.2.1 In the event of a hurricane, the EHS Coordinator will observe the following guidelines:

7.2.1.1 Listen for the latest advisories on the radio, storm tracking on the internet, etc.

7.2.1.2 EHS will meet with the Site Manager and Human Resources to determine if operations will be curtailed prior to hurricane event.

7.2.1.3 Employees onsite during hurricane will be instructed over the Facility Page System.

7.2.1.4 Employees should stay away from windows and other glass within the facility.

## **7.2 Tornado**

- 7.2.1 In the event of a tornado the EHS Coordinator will observe the following guidelines:
  - 7.2.2 Listen for latest advisories on the radio, internet, etc.
  - 7.2.3 If appropriate and safe, post outside observer(s).
  - 7.2.4 Employees onsite during the tornado will be instructed over the Facility Page System.
  - 7.2.5 Employees should find a doorway passage to stand or get under a sturdy table or desk for protection.
  - 7.2.6 Employees should stay away from windows and other glass in the facility.

## **8.0 Earthquake**

- 8.1 An earthquake will usually occur without any type of warning. Due to the suddenness, all employees should attempt to get into a doorway passage or under a table or desk. **NO ONE SHOULD GO OUTSIDE THE BUILDING.**
- 8.2 Employees should not go into the stockroom/warehouse where inventory products could fall.
- 8.3 Employees should stay away from exterior walls.
- 8.4 After the earthquake has stopped and if safe and possible to do so, the following steps should be conducted:
  - 8.2.1 EHS, site management, and HR will assess the general conditions.
  - 8.2.2 First Response Team should check with employees for injuries
  - 8.2.3 Manufacturing Engineering shall check for potential fires and shut off all gas, electricity, and water at their main disconnects.
  - 8.2.4 The building shall be inspected for structural damage.
  - 8.2.5 The EHS Coordinator will notify proper utility companies or other services.

## APPENDIX A

NAME OR AGENCY	WORK/ BUSINESS	CELL / OTHER
Life Threatening Emergency	9-911	
Acton Fire Department	978-264-9645	
Acton Police Department	978-264-9638	
Acton Emergency Management	978-264-7730	
Chartis – Incident intervention	800-448-9707	
CHEMTREC	800-262-8200	Fax: 703-741-6037
Emerson Hospital (Main Number)	978-369-1400	
"Emergency 24" intruder alarm system	800-827-3624	
Factory Mutual Global	888-606-4570	781-440-8000
MA Accidental Chemical/Oil Release Notification	888-304-1133	
National Grid (gas)	800-231-5325	
National Response Center	800-242-8802	
Nashoba Valley Medical Center (Occ. Health)	978-784-9328 or	Main #978-784-9000
Nstar (electric)	800-592-2000	
Safety-Kleen Systems	508-481-3116	Fax: 508-485-7638
WorkCare – Incident Intervention	888-449-7787	

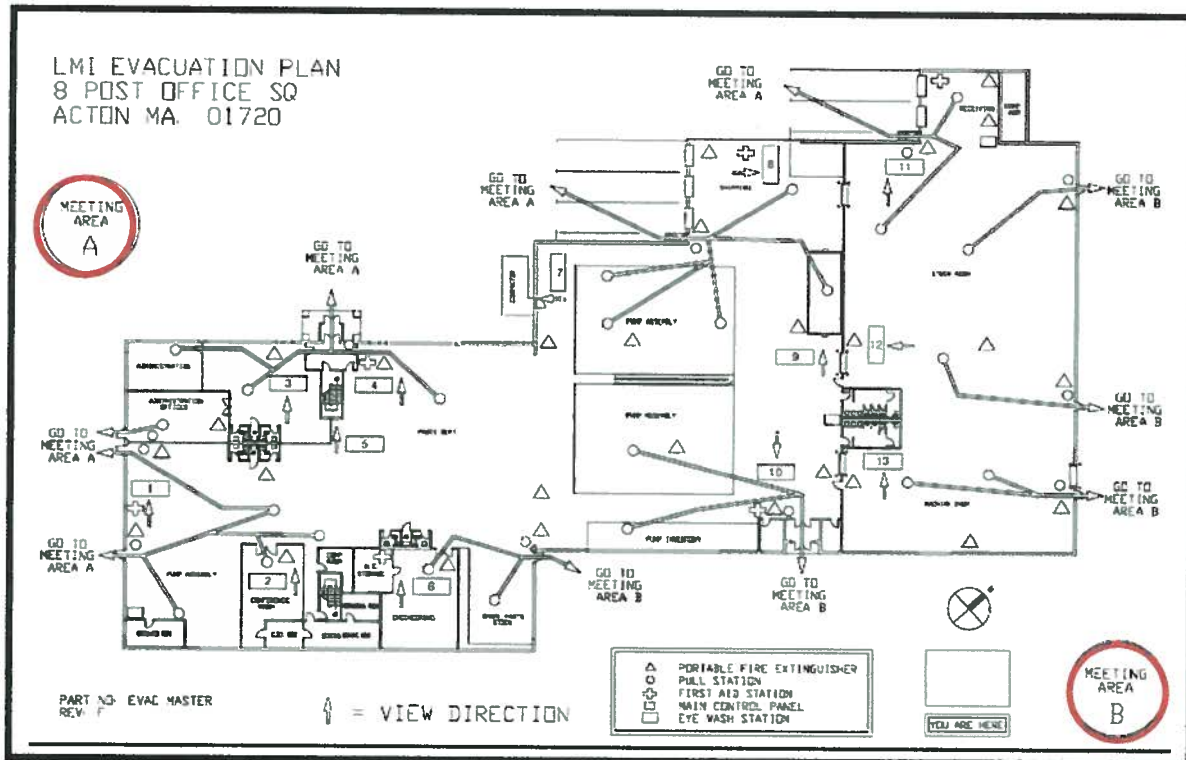
### Milton Roy Acton

Greg MacLean (Emergency Coordinator)	978-635-4933	978-479-9093
Eric Pittman (Site Manager)	978-635-4972	484-515-5555
Nona Ostertog (HR Manager)	978-635-4922	978-360-7283
Milton Roy weather opening/closing announcements	267-421-2229	



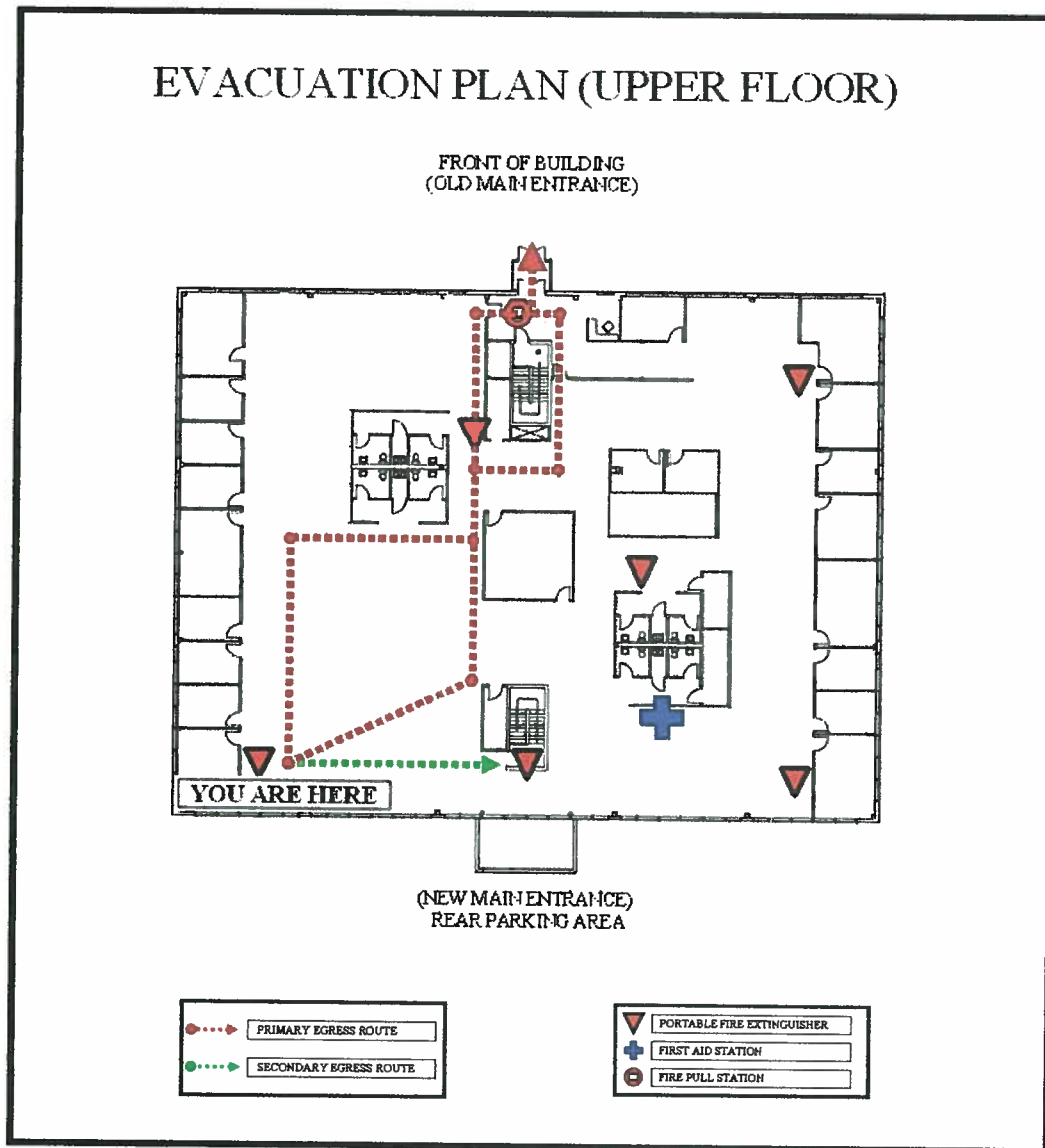
## APPENDIX B

### 1<sup>st</sup> Floor Evacuation Map



## APPENDIX C

### 2<sup>nd</sup> Floor Evacuation Map



## APPENDIX D

### Evacuation Summary document



#### **EVACUATION SUMMARY**

##### ASSEMBLY AREAS



**Your responsibility:** If you hear the fire alarm, EVACUATE the building immediately in a calm and orderly manner. Proceed to your assigned location, either Evacuation Assembly Area A or B, to meet with members of your department or group (note: if you are assigned to go to Area A but you exit by a door nearer to Area B, go to Area B; the reverse is true if you are assigned to Area B). Your department or group lead person will verify you are in that assigned location and that person will report the name(s) of anyone who is missing from that department or group to the "Area Captain" for Area A or B. Remain in that location until instructed to leave by either an Area Captain or member of the fire or police department.



**Evacuation Assembly Area A:** Located near the Town of Acton Water Department driveway: this is in the vicinity of our visitor entrance (near the cafeteria doors).

**Evacuation Assembly Area B:** Located in the employee parking lot, near the corner of our building between the Production entrance and the Machine Shop entrance.

**First Aid & CPR/AED Responders:** Hansen Appiah, Mia Chandler, Ha Chau, Steve Clicquennoi, Nora Colon, Kieu Dao, Larry Lassiter, Greg MacLean, Donna Millette, and Nona Ostertog.

**Area Captains:** Area A is Nona Ostertog; Area B is Glennis Starr



## Appendix E

### Evacuation Assembly Area Signage

